

## Site Visit Programmatic Questions

Philomena House

Grant Manger responses are in bold.

Grantee responses are in red.

### 1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals? **Only one Update Report has been submitted since the grantee has been serving participants. All Report Counts are being met.**
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? **Programs are stable. Another quarter has just ended. The grantee indicates that numbers are increasing.**

### 2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?

#### Program Summary of Philomena House

Oct. 2014

-Philomena House has become Home to four women and two babies with two more babies expected in February 2015.

-Each guest has been initially assessed and again after she has a chance to "settle-in" to her new home. All receive EBT cards and financial assistance and are on Medical Assistance which was obtained shortly after they arrived. Two have had extensive dental care from our volunteer Dentist.

-All have visited the obstetrician at least four times. One goes every other week and is on moderate bed rest due to an incompetent cervix. Because of this she has been unable to hold her job as a PCA and has needed funds from us for her car and herself - clothes have been donated that fit and we purchased some things from donor funds.

-One plans to be leaving in December for the Jeremiah Program with her 5 month old son.

-One is working on finishing High School and entering the Jeremiah Program next summer. She has a new, much needed pair of glasses. Her H.S. donated a computer

because “she’s smart” and we put a small desk in her bedroom so she can study near her baby.

-The new babies have visited the Pediatrician more than once and have started on the immunizations they need. They are visited by a nurse once a month.

-The housemother has helped with childcare when the need arose and volunteers love this “job” as well. A professional hairdresser comes to our home as a volunteer, cutting/styling hair and making guests even happier!

-One is working hard on her addiction to smoking and she is doing very well. A second drug test for her also proved negative. She will deliver in February and has new glasses and beautiful front teeth because of our volunteer dentist and benefactors! We also took her to a podiatrist to fit her with orthotics because of a deformed foot.

-Transportation is provided with bus cards from our Positive Alternative grant. Mentors, volunteers and the housemother take guests to some doctor appointments, the hospital for delivery and food shopping.

-Parenting hints are informal but soon a professional Parenting class will be done for the benefit of all but especially for the two women awaiting birth.

-We have included a cooking class since our stated work plan and this includes nutrition and the economic consideration of cooking/shopping and preparing meals, as well as cultural differences. One will be visited by a Dietitian to help with her slight anemia.

-Our Life Coach is popular but demanding and the guests continue to progress forward wishing to please her. Volunteers teach the financial planning class and have wonderful learning tools that appeal to our guests.

-As I read through our Work Plan as stated in our Grant I feel we have accomplished everything we promised and so much more. Our guests are thriving at our home and our volunteers are inspired by their strength and attitude of peace.

- We all appreciate what the Positive Alternative Grant has made possible, without which we could not exist.

-We presently receive at least 2-4 calls each week from homeless pregnant women. There are few places available to help. We do have a list of resources and try to help callers as much as possible.

**Grant Manager’s report on application goals compared to current program: See attached Application Goals Chart.**

- Do you anticipate making any changes to the 2014-15 Work Plan? **No**

### 3. Fiscal Review

- Review of the 2012-14 expenditures spreadsheet: **This spreadsheet was sent to the grantee prior to the site visit and the figures on it were agreed upon by both parties.**
- Have you or do you intend to revise your 2014-15 budget justification? **The grantee is revising this budget. Details of the revision were discussed at the site visit.** Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions, and the new requirement to submit both to financial for invoice payment. **Grantee is in compliance with the guidelines for submitting invoices and verifications.** Review MDH's efforts to move to paperless invoicing. **These were discussed in some detail, as they are being adopted sooner than previously anticipated.**
- If your Financial Reconciliation has taken place, the findings will be reviewed. **The Financial Reconciliation has not yet taken place.**
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed. **This grantee's elevated risk review form was discussed. Some of the items have not been filed yet (second year 990 review; Financial Reconciliation). It was noted on the form that there were no additional site visits and no requests for budget or work plan revisions in year one.**

### 4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form. **The Interim Grant Closeout form was reviewed with the grantee, although it is a little early for some of the answers to be provided.**

### 5. 2014-16 Evaluation (availability of items below depend on date of site visit) **None of the items listed below were available at the time of the site visit.**

- Your 2013-14 Evaluation Report Summary will be discussed.
- Your 2014-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

### 6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same. **The revised PA website was reviewed together.**
- Consider providing suggestions for additions/deletions

### 7. Provide Updates

- Have you made any changes to your application Face Sheet data? **No**
- Do you want to revise your website posting? **Not at this time**

### 8. Issues specific to this grantee

- Review budget and verification spreadsheet **The revised budget and how it matched the verification spreadsheet were discussed. A revised tracking spreadsheet was sent to the grantee.**
- Address any outstanding elements of previous site visit: intake form (assessment?) **The grantee provided a revised intake assessment form prior to the site visit. The form was approved.**

**9. Tour of Facility: NA**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

**10. How can MDH be more supportive of your program?**

**Grantee expressed appreciation for the grant.**

**11. Other**

**Grantee is now current with all submissions. While this program continues to require more than the average amount of Grant Manager support, significant progress has been made in the past few months. As residents move in and out, it is anticipated that additional challenges will be arise and will be met as those in the past have.**

July 6, 2015 Site Visit

Joyce Nevins reported that they have purchased a dryer, storage boxes, and food shelves for their kitchen food storage for the House with PA funding. She shared her 500 referrals resource book with me that was put together by a dedicated volunteer.

A tour of the House was given and future plans for the organization were discussed.

With a solid year of operation completed, Philomena House staff and board are learning as they proceed what they need to address and are making plans to continue to offer this much needed service for the St. Paul/Minneapolis area.

We talked about concerns over budget, evaluation plans, and work plans.

The recent financial reconciliation was discussed with the recommendation that are being asked of Philomena House. Joyce was reminded that there should be 2 signatures on all invoices in their files. Payment verification or receipts are also being asked to be submitted along with the monthly invoices for the next several months. The MDH also has the option of conducting an additional financial review on monthly expenses if needed.

The staff is making great strides in moving forward in their mission and what they are able to offer to their marginalized clients. It was impressive to see what they are offering their clients in terms of medical care, education, and support!